



Processing Steps - Annual Review

Annual Review discussions should be a positive and engaging experience carried out with all employees. By closely observing the employee's performance and documenting specific examples, the Rater will be able to better explain their observation of the employee's performance.

Questions a Rater should ask themselves in advance of an Annual Review discussion

<ol style="list-style-type: none"> 1. Has the employee had at least 30 days since the second Interim Review discussion to perform to the feedback? 2. Is each work outcome that was previously discussed in the Performance Plan still relevant? 3. Have I prioritized the stated work outcomes so that areas of greatest importance can be appropriately considered in ratings? 4. Have I praised solidly good performance where appropriate and avoided nitpicking relatively insignificant items? 	<ol style="list-style-type: none"> 5. Have I considered that if an employee receives a rating of "1" on one or more outcomes, the overall rating may not be more than "2"? 6. Have I planned to seek approval of the Reviewer prior to discussing with the employee? 7. Will the employee be surprised by my feedback of the observed performance and achievements?
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The Annual Review Process consists of four critical steps

Step 1 – Reviewing Performance and Notation	Step 2 – Rating and Discussion Preparation	Step 3 - Discussion with the Employee	Step 4 - Documenting the Discussion and Recording in Edison
Step 1 Reviewing Performance and Notation	Step 1 is a review of the entire Performance Cycle (Performance Planning to the Annual) and is used as a reference during Step 2 – Rating and Discussion Preparation.		
Yes ___ No ___	Have I observed the employee's performance?		
Yes ___ No ___	Have I considered the relative importance of each stated S.M.A.R.T. work outcome expectation?		
Yes ___ No ___	Have I reviewed each work outcome and the supporting information of specific, fair, and objective examples of performance?		
Yes ___ No ___	Have I based my observations on the S.M.A.R.T. work outcomes previously established with the employee?		
Yes ___ No ___	Have I analyzed performance honestly, respectfully, factually, and accurately?		
Yes ___ No ___	Have I focused on the employee's performance not individual characteristics?		
Yes ___ No ___	Have I created and reviewed notes specific about the employee's work outcome achievements or inconsistencies in performance?		
Yes ___ No ___	Is my supporting documentation of the employee's performance specific, fair and objective and does each cover the time from the performance planning discussion through the current discussion?		

Please continue to Step 2 on the following page

Step 2 Rating and Discussion Preparation		During Step 2, you will prepare for the upcoming discussion and create a record of your observations of the employee's performance of the S.M.A.R.T. work outcomes. Keep in mind that examples used during the discussion to support the Rater's evaluation of the employee's performance must be specific, fair, objective and cover the time from the performance planning discussion through the current discussion.
Yes ___ No ___	Have I reviewed the Performance Plan and my observation notes of the employee's performance to determine how well each work outcome has been achieved or determined if the employee has performed inconsistently? (This is information collected during Step 1.)	
Yes ___ No ___	Have I identified which work outcomes I will provide feedback on during the Annual Review discussion? (You must discuss each work outcome from the Performance Plan with the employee at least twice during the Performance Management Cycle and during the Annual Review.)	
Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	Using the standard rating scale, have I identified a rating for each work outcome statement? a. Have I based my ratings only on performance from the performance planning discussion to the present time? b. Have I considered the relative importance of each work outcome and not used averages to fairly determine the overall rating? c. Have I reviewed the performance rating definitions to make sure that my individual and overall ratings are consistent with the guidelines? d. Have I assigned a rating of "1" for one or more expected work outcomes? (If so, the overall rating may not be more than a "2".) e. Does my overall rating make sense and is it supported by objective facts? (There should be no question if reviewed by an impartial outside observer.)	
Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	Is each rating, including the overall rating, supported with specific, fair and objective observations? (These specific examples of your observations more easily enable the employee and others to understand your rationale for the current performance rating.) a. Am I able to describe in specific detail examples of what the employee might do to improve performance if needed? b. Is my written description of my observations consistent with other feedback I provided the employee during the review cycle? c. Is the feedback I'm providing meaningful, relevant and appropriate? d. Is my written description of performance clear and to the point? If this Annual Review feedback were discussed with me, would I understand exactly where my performance met or exceeded expectations and where my performance needed improvement?	
Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	Did I schedule the Annual Review in advance with the employee? a. Did I select a private location for the Annual Review discussion? b. Did I tell the employee the purpose of the meeting?	
Step 3 Discussion with the Employee		It is important to clearly describe in concrete terms your observations and rating of the employee's performance. It is also important to encourage the employee to fully participate in the conversation.
Yes ___ No ___	Have I recognized areas in which the employee is performing well and expressed my confidence that the employee is or can be a solidly good performer?	
Yes ___ No ___	Have I discussed the reasons for the ratings of the performance for each work outcome?	
Yes ___ No ___	If changes in the employee's performance are needed, have I asked the employee what might be done differently in order to achieve the desired outcome?	
Yes ___ No ___	Did I explain the specific improvement areas using S.M.A.R.T. criteria?	
Yes ___ No ___	Have I discussed with the employee the overall rating and how I arrived at the rating?	
Yes ___ No ___	Have I listened carefully to the employee's feedback of the observed performance? (The employee may provide valuable input in coaching sessions that might need to be included in the documentation following the conversation.)	
Yes ___ No ___	Have I discussed the consequences of the observed performance with the employee well in advance of the Annual Review ensuring no surprises?	
Step 4 Documenting the Discussion and Recording in Edison		Documentation is critical. The date of the discussion and ratings must be recorded in Edison to demonstrate that the Performance Management procedural steps are being followed for compliance with the law. Documentation must be complete and accurate.
Yes ___ No ___	Following the conversation with the employee, did I revise my previous documentation and make changes as needed, adding relevant information the employee may have provided during our discussion?	
Yes ___ No ___	Did I enter all review content including the ratings, supporting documentation and the discussion date into the proper document in Edison?	
Yes ___ No ___	Did I inform the employee to log into Edison and key comments if they wanted to and to "acknowledge" the discussion?	
Yes ___ No ___	Did I log back into Edison and "complete" the Annual Review process, after the employee acknowledged the discussion?	